

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum
No. 700-1

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Logistics
GOVERNMENT VEHICLE DISPATCH

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1. HISTORY. This is a revision of an existing publication.
2. PURPOSE. This memorandum establishes policy and procedures for the use and dispatch of the Headquarters, U.S. Army Dental Activity (USA DENTAC) issued Government vehicle.
3. SCOPE. Applicable to all personnel under the operational control of USA DENTAC.
4. REFERENCES. None.
5. RESPONSIBILITIES.

a. The Commander, USA DENTAC, is responsible for assigning, on appointment orders, a unit vehicle dispatcher and instituting a policy on the use and maintenance of the Government-issued vehicle.

b. The MEDDAC Transportation Coordinator is responsible for GSA-scheduled service notification.

c. The USA DENTAC dispatch individual will ensure that the driver of the Government vehicle thoroughly briefs and performs the following duties:

(1) Determine by inspection that the driver has a valid state driver's license (any state).

(2) Perform preventive maintenance inspection and/or service daily. Defects found during the inspection or operation of the vehicle will be entered on the DA Form 2404 (Equipment Inspection and Maintenance Worksheet) (appendix A) found in the dispatch book.

(a) Before operation:

- 1 Damage, pilferage
- 2 Leaks, general
- 3 Glass, mirrors
- 4 Fuel, oil, water
- 5 Tire condition/inflation
- 6 Safety devices

(b) During operations, check:

- 1 Instruments
- 2 Brakes
- 3 Steering
- 4 Engine operation/noises

(c) After operation, check:

- 1 Fuel, oil, water (refill), use unleaded fuel
- 2 Tires/inflation
- 3 Clean vehicle (as needed)

(3) Briefs on procedures to follow in the event of an accident:

(a) Notify Military Policy (MP Station, 3-2181) and MEDDAC Transportation Coordinator (3-5554). If off post, call 533-2181 collect and local or state police.

(b) Assist anyone injured.

(c) Complete Accident Identification Card (DD Form 518) (appendix B) and give to person concerned.

(d) Do not leave accident scene until completion of SF 91 (Accident Report) and advised to do so by police.

(e) Do not express an opinion (orally or in writing) to claimant as to liability of the possibility of a claim approved.

(4) Briefs on procedures to follow in the event of a vehicle breakdown:

(a) Diagnose vehicle malfunction if possible. Go to nearest telephone.

(b) Call 3-5554, if on post; 533-5554 if off post.

(c) Remain at telephone to receive instructions.

(d) Move vehicle off road, if possible.

(5) Each day the dispatcher will complete a locally produced computer form (Vehicle Dispatch Record) by recording the ending mileage from the odometer and amount of fuel if fuel was added.

d. Drivers of TMP vehicle:

(1) Will follow the briefing instructions provided by the USA DENTAC dispatcher, in addition will perform the following:

(a) Wear seatbelts at all times, ensure passengers are also wearing them.

(b) No smoking is allowed in TMP vehicle.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.
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